



Deputy Fire Chief

Department: Fire

Class Code: 2229

EEO Code: 21

FLSA: E

Effective: 01/01/1994

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of unusual difficulty in planning, organizing, directing, and coordinating the emergency operations activities of the fire department and assumes the duties of the Fire Chief in the absence of that official; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Manages and directs the personnel, facilities and equipment assigned to emergency operations, through establishment of goals and objectives and creation of policies and procedures to monitor and evaluate the level of services provided; evaluates operational competence through reviews, written and verbal evaluations, visual inspection and monitoring compliance with established procedures, policies, medical protocols and rules and regulations; responds to alarms and may direct activities at the scene of major emergencies; provides job development, guidance, supervision and enrichment for subordinates; reviews work performance and suggests methods of improvement; prepares fiscal operations and EMS budgets from input gathered at all levels of supervision on an annual basis; reviews major expenditures and unusual staffing requirements; analyzes current and past spending trends; assumes the duties of the Fire Chief in the absence of that official; maintains awareness of total department activities and projects; acts as liaison between salaried and volunteer personnel; meets regularly with Volunteer Fire District Chiefs and rescue squad operations officers to resolve issues and for budget hearings during budget preparation; administers suggestion program; evaluates new programs, ideas and equipment; attends equipment demonstrations and recommends the purchase of new equipment and supplies; meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the department's activities; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of fire suppression, prevention and emergency medical services principles, procedures, techniques and equipment; of public administration and local government particularly as they relate to fire/EMS management and administration; of applicable laws, ordinances, departmental standard operating procedures and regulations.

Comprehensive skill in training and supervising subordinate personnel; in directing the services of fire/EMS personnel and equipment stationed throughout the County; in developing and maintaining effective working relationships with salaried and volunteer personnel, government officials, business leaders, and the general public; in communicating effectively, orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in fire science, business or public administration preferred; and fifteen years experience in fire fighting/EMS and fire science including ten years of experience in varied supervisory and management assignments.

ADDITIONAL REQUIREMENTS:

Must possess a valid State vehicle operator's license and a good driving record.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.